



UNITED STATES PENITENTIARY
ADMINISTRATIVE MAXIMUM FACILITY
Florence, Colorado 81226

**INSTITUTION
SUPPLEMENT**

Number : FLM 5267.07A
Date : March 29, 2004
Subject : Visiting Procedures

1. **PURPOSE AND SCOPE:** To establish guidelines for the visiting regulations and institutional policy for inmate visits at the United States Penitentiary, Administrative Maximum, Florence, Colorado.

It is the policy of this institution to provide facilities and procedures for non-contact visiting with relatives, friends and groups, etc., for inmates confined at the U.S. Penitentiary, Administrative Maximum, Florence, Colorado. Visits by relatives, friends, groups, etc., are important in maintaining the morale of each inmate in motivating him toward positive aspirations. It is the responsibility of each visitor and inmate to adhere to the visiting regulations as set forth in this supplement and the Program Statement.

2. **DIRECTIVES AFFECTED:**

- * Program Statement 5500.11, Correctional Services Manual, dated October 10, 2003, is referenced. *
- * Program Statement 5267.07, Visiting Regulations, dated April 14, 2003, is referenced. *
- * Institution Supplement FLM5510.09C, Searching, Detaining or Arresting Persons Other than Inmates, dated December 4, 2002, is referenced. *

Directives Rescinded:

- * Institution Supplement, FLM 5267.06C, Visiting Procedures, dated February 11, 2003 *

3. **STANDARDS REFERENCED:** Standards F3-4440, F3-4441, F3-4442, F3-4443, F3-4444, F3-4445 and F3-4446 are referenced.

4. **PROCEDURES:**

- A. Each inmate will be permitted to receive five (5) visits per month. Maximum duration of a visit is seven (7) hours. Any portion of a visit will be charged as one visit.

Visits are not cumulative from one month to another. Requests for special visits will be submitted in writing to the Unit Manager for review. Any special religious visits must be reviewed by an Institution Chaplain. Final approval of any special visit, including legal visits and religious visits, must be given by the Associate Warden of Programs or the Warden.

- B. A maximum of three (3) visitors including children per inmate will be allowed in the Visiting Room at any given time.
- C. If the visiting areas become overcrowded, factors such as the distance a visitor has traveled, frequency of visits, relationship of visitors to inmate and frequency of visits received by the inmate will be considered when determining who will be allowed to visit. The #1 Visiting Room Officer, in coordination with the Operations Lieutenant, will consult with the Institution Duty Officer who will make a final determination in matters concerning who may visit if overcrowding occurs.
- D. Attachment #2 will be utilized if a malfunction occurs with the Visiting Computer Program (Access Control Entry/Exit System).
- E. **Notification of Visitors** - Staff will make available to visitors written instructions for visiting the institution. The visitor will sign an acknowledgment that instructions were provided and declaring that the visitor does not have any article in his/her possession which represents a threat to security.

5. VISITING SCHEDULE AND ATTIRE:

- A. Visiting hours in the institution shall be from 8:00 a.m. to 3:00 p.m. on Thursday, Friday, Saturday and Sunday. No inmate visitors will be processed into the Visiting Room after 2:00 p.m. All federal holidays will be observed as visiting days. Holiday visiting will be counted as part of the five (5) monthly visits. H-Unit inmates will only be allowed visits (social, legal, etc.) on Mondays, Tuesdays and Wednesdays. H-Unit visits will take priority on these days. If a federal holiday falls on a Monday, Tuesday or Wednesday, H-Unit inmates will not be allowed to visit. When an H-Unit inmate is in the visiting room, no other inmate will be permitted to enter the visiting room.
- B. All visitors entering the institution for a visit will be appropriately attired. Visitors may not wear shorts, mini skirts, sheer or tight fitting clothing, excessively short or low cut clothing, backless clothing, halter tops, or sleeveless clothing. Dresses, blouses or other apparel of a suggestive or revealing nature may not be worn. Female visitors must also wear a wireless brassiere and undergarments. If the Front Lobby or Visiting Room Officer

determines a visitor is improperly attired he/she will contact the Operations Lieutenant and Institution Duty Officer to determine whether to deny or terminate the visit.

C. Inmates receiving visits are permitted to wear or bring only the following items to the visiting area.

1. **Social Visits** - Jumpsuit, undergarments, institutional issue shoes, handkerchief, prescription eyeglasses, and a wedding band (if married) will be worn or carried into the visiting area. All jumpsuits will be color coded to indicate the specific unit the inmate is assigned, as follows:
 - a. Special Housing Unit - Orange Jumpsuit
 - b. Control Unit - Yellow Jumpsuit
 - c. General Population - White Jumpsuit
 - d. Step Down Units - Inmates will wear Khaki pants and shirt
 - e. H-Unit - Appropriate Jumpsuit
2. **Legal Visits** - In addition to the items permitted for social visits, legal materials (subject to inspection for contraband) may be permitted if the visit is with an attorney and approved by the Unit Team.
3. **Religious Visits** - In addition to the items permitted for social visits, a religious book (Bible, Koran, etc.) of the denomination approved for the visit is permitted. Any other religious item must be approved by an Institution Chaplain and the Captain.
4. **Consular Visitors** - When it has been determined that an inmate is a citizen of a foreign country, the consular representative of that country will be allowed to visit on matters of legitimate business. The visit may not be withheld even if the inmate is on disciplinary status.
5. **Holdover Status** - The Warden may limit visits to the immediate family of the inmate during the admission-orientation period or for holdovers, when neither a visiting list from a transferring institution nor other verification of proposed visitors is available.

- * 6. **ATTORNEY VISITS:** Attorneys who are not on an inmate's visiting list must make arrangements with the Legal Department for legal visits. To allow sufficient time for verification, preparation and distribution of attorney visit memoranda, normally attorneys are to contact the Legal Department at least three work days prior to their planned visit. The initial request must be in writing and contain an original signature. Telefax requests will not be accepted. The request must provide the attorney's state bar number, state of licensing, date of birth and social security number, if necessary, to enable legal staff to conduct NCIC and state bar card

verification. If the attorney wishes to conduct the visit in a booth with a pass-through slot for documents, he/she must indicate this in the written request. The Legal Department will be responsible for coordinating attorney visits and for the preparation and distribution of the authorizing memoranda. With the exception of those attorneys on approved visiting lists, the approving authority will be the Warden or Associate Warden of Programs. *

Attorney visits will normally be conducted with only the inmate(s) approved for visiting on the date scheduled. Attorney visits will take place in the Attorney/Client Visiting Booths. Occasionally, during pending prosecution or active cases, attorneys will be allowed to visit seven days a week during normal business hours, with approval of the Warden or Associate Warden of Programs. An attorney visit may be conducted with only one inmate at a time unless specific prior approval has been given by the Associate Warden of Programs and approval is indicated in the approval memorandum. Upon arrival, attorneys must provide some proof of a current license to practice law, e.g. a state bar card. The Captain will be consulted regarding security concerns and legal staff will be consulted with any requests from attorneys for depositions.

* In the event a law student, paralegal or investigator wishes to visit, they should be informed they must be sponsored by a licensed attorney and the sponsoring attorney should contact the legal office at this institution. Legal staff will send to the sponsoring attorney a Statement of Sponsoring Attorney form and questionnaire. *

7. HANDICAP ASSIST ANIMALS:

Visitors will not be allowed to bring animals on the institution grounds except for dogs which assist persons with disabilities. The visitor must provide certification and/or documentation which indicates the dog is trained for such a purpose. In the event a visitor attempts to bring a dog into the institution during a visit, the processing staff member will contact the Operations Lieutenant and Institution Duty Officer for authorization.

8. PROCEDURES:

- A. Unit Management staff have the responsibility for working with an inmate to compile his visiting list and to approve or deny any modifications thereto.
- * B. Once a visitor is approved, Unit Management staff will enter the approved visitor in SENTRY 2000. SENTRY 2000 is utilized by the Visiting Room Officer and the Front Lobby Officer to verify individuals requesting to visit and inmate. When additions or deletions are approved, they will be noted on SENTRY 2000. *

- C. The inmate may obtain copies of the Visitor Information form (BP-S629.052) from Counselors or Case Managers. The inmate may initiate the visitor approval process by filling out the name and address of the prospective visitor, signing the form and returning it to the Counselor. Upon completion of the required background inquiries, Unit Staff will advise the inmate as to whether or not the visitor has been approved, and will send Attachment 1 to the approved visitors.
- D. For identification purposes, prospective visitors will be required to be hand stamped upon entry. If a visitor leaves the visiting area, they will be denied re-entry until the next visiting day. Upon completion of the visit, the Visiting Room Officer will check the stamp on the visitors hand before the visitor is allowed to exit the visiting room. The Main Control Center Officer will check the hand stamp using the black light verification.
- E. The Captain will ensure procedures for screening all visitors, prior to processing, are included in the Post Orders for the Front Lobby Officer. The Visiting Room Officer will maintain on the Annual Visiting Log (Attachment 3), the date of the visit and the visitor's name for each inmate visit. A 5" x 8" card with an inmate's photograph will be maintained by the Visiting Room Officer listing visits and type of visit (social, attorney, media, etc.). This card will be maintained while the inmate is at this facility.
- F. The Visiting Room officers monitor all visitors and inmates while in the Visiting Room to ensure no contraband enters the institution. In order to maintain the security and the good order of the institution, all visits will be non-contact visits and are conducted in isolated rooms designated for this purpose.

9. RESPONSIBLE DEPARTMENT. Correctional Services.

| | |
|-----------------------------|------------|
| <hr/> Robert A Hood, Warden | <hr/> Date |
|-----------------------------|------------|

DISTRIBUTION:

Directives Libraries
All Department Heads
Associate Warden (Programs)
Associate Warden (Operations)
Correctional Services Administrator, NCRO
AFGE

**UNITED STATES PENITENTIARY
ADMINISTRATIVE MAXIMUM**

**VISITING RULES, REGULATIONS AND DIRECTIONS FOR TRANSPORTATION
TO AND FROM THE INSTITUTION**

1. It is the policy of this institution to provide facilities and procedures for non-contact visiting with relatives, friends, groups, etc. Visits by relatives, friends, groups, etc., are important in maintaining the morale of each inmate and motivating him toward positive aspirations. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs.
2. Social visits are permitted from 8:00 a.m. to 3:00 p.m. on Thursday, Friday, Saturday, Sunday, and federal holidays. No visitors will be processed into the Visiting Room after 2:00 p.m. Each inmate will be allowed to receive a total of five (5) visits per month with a maximum duration of seven (7) hours per visit. An inmate may receive more than one visit per day. If the inmate does not leave the Visiting Room during/between these visits, it will only count as one visit. However, if he leaves the Visiting Room and returns to his quarters and/or work assignment and receives another visit, returning to the Visiting Room will count as another visit. No visitor will be allowed to leave the visiting area and return to the visiting area during the same day.
3. A visit may be terminated due to unacceptable conduct. It should be noted when the visit is terminated due to unacceptable conduct, the inmate may receive disciplinary action.
4. Visitors approved to visit one inmate may not, without special permission, visit with another inmate until the completion of the scheduled visit and only if pre-approved for that day.
5. The Visiting Room Officer is responsible for supervising the visits. Visitors are required to dress appropriately. Shorts, mini skirts, sheer or tight fitting clothing, excessively short or low cut clothing, backless clothing, halter tops, or sleeveless clothing may not be worn. Dresses, blouses, or other apparel of a suggestive or revealing nature may not be worn. Female visitors must wear a wireless brassiere and under garments. Visitors are to conduct themselves within the limits of good taste and maintain complete control of their children while in the Visiting Room or on institution property. Visitors and/or those accompanying them are not authorized to loiter in the institution lobby or on the institution grounds during or after a visit unless, waiting for public transportation.

Visitor's Printed Name and Signature: _____

Date: _____

6. Each inmate will assume reasonable responsibility for the proper conduct during the visits with as much control of visitor conduct as may be expected of him. Each inmate and his visitors are expected to maintain a safe and sanitary visiting area. The use of camera or recording equipment without written consent of the Warden is strictly prohibited. Documents or papers will not be examined or signed in the Visiting Room without prior approval of the Unit Manager or the Captain. Visitors are encouraged to store all of their parcels, handbags, cellular telephones, etc., in their vehicles or in their motel rooms prior to coming to the institution as these items will not be allowed in the Visiting Room. Packages or gifts of any kind are not permitted and visitors will only be permitted to bring a small clear change purse and needed medication into the Visiting Room. Coats will not be permitted in the Visiting Room. Food items may not be brought into the visiting area except for visitors with an infant who may bring baby food and/or baby bottles. Visitors may not leave money with the Front Lobby Officer for deposit into the inmate's commissary account. Funds for deposit to inmate accounts should be sent to the inmate in the form of a postal money order via the U.S. Mail. Any effort to evade the visiting regulations may result in disciplinary action for the inmate and possible legal proceedings against the visitor.
7. To ensure the security and good order of the institution, a visitor may be monitored at anytime in the visiting area including restrooms located within the visiting area.
8. The institution does not provide meals for visitors, but vending machines are available.
9. The United States Penitentiary, Administrative Maximum, Florence, Colorado, is located about 45 miles south of Colorado Springs, Colorado, and 35 miles west of Pueblo, Colorado. From Colorado Springs, take Highway 115 south to Florence, turn south on State Highway 67, then proceed approximately two miles to the main entrance of the Federal Correctional Complex. From Pueblo, take State Highway 50 west approximately 30 miles to State Highway 115, turn south on 115 and proceed five (5) miles to State Highway 67, turn south on 67 for two miles to the main entrance of the Federal Correctional Complex.

Visitor's Printed Name and Signature: _____

Date: _____

UNITED STATES PENITENTIARY
ADMINISTRATIVE MAXIMUM

INMATE'S NAME: _____

INMATE'S REG. NO.: _____ REVISED: _____

| | <u>Visitor's Name</u> | <u>Address</u> | <u>Relationship</u> | <u>Date</u> |
|-----|-----------------------|----------------|---------------------|-------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ | _____ |

Distribution: Front Desk _____ Correctional Counselor
 Visiting Room
 Case Manager
 Inmate
 SIS Office
 Central File (Original)

**UNITED STATES PENITENTIARY
ADMINISTRATIVE MAXIMUM****ANNUAL VISITING LOG**

Inmate's Name: _____ Reg. No. _____

JANUARY Date Visitor's Name **FEBRUARY** Date Visitor's Name1. _____
2. _____
3. _____
4. _____
5. _____1. _____
2. _____
3. _____
4. _____
5. _____**MARCH** Date Visitor's Name **APRIL** Date Visitor's Name1. _____
2. _____
3. _____
4. _____
5. _____1. _____
2. _____
3. _____
4. _____
5. _____**MAY** Date Visitor's Name **JUNE** Date Visitor's Name1. _____
2. _____
3. _____
4. _____
5. _____1. _____
2. _____
3. _____
4. _____
5. _____**JULY** Date Visitor's Name **AUGUST** Date Visitor's Name1. _____
2. _____
3. _____
4. _____
5. _____1. _____
2. _____
3. _____
4. _____
5. _____**SEPTEMBER** Date Visitor's Name **OCTOBER** Date Visitor's Name1. _____
2. _____
3. _____
4. _____
5. _____1. _____
2. _____
3. _____
4. _____
5. _____**NOVEMBER** Date Visitor's Name **DECEMBER** Date Visitor's Name1. _____
2. _____
3. _____
4. _____
5. _____1. _____
2. _____
3. _____
4. _____
5. _____

| | | |
|-----------|--------------------------------------|------|
| Addressee | Institution | Date |
| | Re: (Inmate's Name and Register No.) | |

Dear _____:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

| | | | |
|---|--|--|---------------------------------|
| 1. Legal Name | | 2. Date of Birth | 3. Address (Including Zip Code) |
| 4. Telephone Number (Including Area Code) | | 5. Race and Sex of Visitor | |
| 6. Are you a U.S. Citizen? ___ Yes ___ No | 6a. If yes, provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____ | | |
| 7. Relationship to above-named inmate | | 8. Do you desire to visit him/her? ___ Yes ___ No | |
| 9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No | | | |
| 10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed. | | | |
| 11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s: | | | |
| 12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted: | | | |
| 13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s): | | | |
| 14. Driver's License No. and State of Issuance | | | |

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: _____ any record of criminal offenses for which I
(Institution, Location)
have been arrested and convicted, and any information related to those convictions.

Signature for Authorization to Release Information (Sign and Print Name) Parent or Guardian

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form.

To be filed in Inmate Central File, FOI Section 2

(This form may be replicated via WP)

Replaces BP-S629 of Sep 00